CD/INF.70

Conference on Disarmament

11 January 2016

English only

2016 Session

Information for member and non-member States

This document provides preliminary information for participants at the Conference. Any necessary additional information will be provided during the session. Documentation and other information, as it becomes available, will be posted on the Conference website www.unog.ch/disarmament

Dates

First part: 25 January–1 April

Second part: 16 May–1 July

Third part: 2 August–16 September

List of assigned secretariat officials

Mr. Michael Møller

Secretary-General of the Conference and Personal Representative of the Secretary-General of the United Nations

PN-C.109
022-917-2281

Ms./Mr.[…]

Deputy Secretary-General of the Conference

PN-C.107

GE.16-00286(E)

Please recycle

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Representation, accreditation and registration procedures

1. Section II, Rules 4 and 5 of the rules of procedure of the Conference stipulate that the delegation of a member State of the Conference shall consist of a head of the delegation and other representatives, advisers, and experts, as may be required, and that each delegation shall be accredited by a letter on the authority of the Minister of Foreign Affairs of the member State, addressed to the President of the Conference.

2. In this connection, **member States are kindly requested to submit their letter or note verbale, with the composition of their delegation, to the Secretariat of the Conference, Palais des Nations, office C.109, e-mail: cd@unog.ch**, before the beginning of the session or within the first week after the opening of the session.

[1] In order to reduce the use of paper and noting that the Organization will be phasing out fax machines, delegation are invited to use e-mail as much as possible.

3. The list of participants is issued during the first part of the session and, as necessary, revised subsequently. **The Secretariat should be kept informed of any changes during the entire session**. A list of member States delegations to the Conference on Disarmament in Geneva, also known as the "yellow book," is issued once a year.

4. States not members of the Conference may address their requests for participation in the Conference at any time during the session. They are requested to submit a letter, with the composition of their delegation participating in the Conference, to the Secretary-General of the Conference (Palais des Nations, office C.109, e-mail: cd@unog.ch).

5. Those members of delegations officially accredited to the Conference who need an entrance badge to the Palais des Nations are kindly requested to send a note verbale from the Permanent Mission indicating that the delegate is a member of the delegation. The Secretariat should receive the information early in advance of the meeting to forward the required data to the Pass and Identification Unit, Security and Safety Section of the United Nations Office at Geneva, (Pregny Gate, 14 avenue de la Paix). To pick up their entrance badge, delegates are kindly requested to present the note verbale and a valid passport or a national identity card. The badge is strictly for personal use.

6. **Delegations are requested to provide the Secretariat one official e-mail address only for communications**.

List of speakers

7. Member and non-member States wishing to inscribe their names on the list of speakers in advance are invited to contact the Secretariat front-desk, PN-C.109, tel.: 022-917-2281, e-mail: cd@unog.ch.

8. Delegations are encouraged, whenever possible, to provide copies of their statements, as early as possible in advance of delivery, to the Conference Officer in the Council Chamber, who will make them available to the podium and to the interpreters. Member and non-member States wishing to distribute copies of their statements are requested to provide at least 150 copies for distribution to the Conference Officer in the meeting room. The United Nations does not provide photocopying services.

9. Delegations are also encouraged to provide their statements in electronic format to the following e-mail address: cd@unog.ch.

Documentation, including verbatim records

10. A paper submitted by member and non-member States for issuance as an official document of the Conference should be accompanied by a letter addressed to the Secretary-General of the Conference or his deputy, requesting its issuance as official documents of the Conference (Palais des Nations, office C.109, e-mail: cd@unog.ch). An electronic version of the paper and the letter should also be transmitted to the Secretariat in MS Word format (to the attention Ms. Norma Alicia Roulin-Hernandez, nroulin@unog.ch, copy cd@unog.ch).

11. United Nations rules **do not permit the publication of statements delivered by delegations at plenary meetings as separate documents of the Conference**. Such statements are reproduced in the verbatim records and are, *ipso facto*, part of the official documentation of the Conference. The final records of the formal plenary meetings are issued in the six official languages of the United Nations in the form of verbatim records.

12. Statements made during **formal** plenary meetings will be posted on the website of the Conference, provided that a hard copy and/or an electronic version has been provided to the Secretariat. For this purpose, the Secretariat has created a dedicated webpage, which can be accessed by clicking the tab "Statements 2016" on the webpages of the Conference on Disarmament. In order to optimize this facility, delegations are encouraged to provide, in addition to the original language, an unofficial translation into one of the working languages of the United Nations (English or French). Statements will remain posted on the Conference webpages until they are reproduced in the verbatim records.

13. Official documents of the Conference are distributed to delegations in boxes located on the same floor as the Council Chamber, near Conference Room III. Delegations are kindly reminded to empty these boxes on a regular basis.

14. Official documents are also available in all official languages on the Official Document System of the United Nations (ODS) (http://documents.un.org). Delegations can also access ODS through the webpages of the Conference on Disarmament (http://www.unog.ch/disarmament).

15. Delegations that have requested to receive hard copies of the official documents will receive one copy only in the language of their choice. Additional copies in all languages may be obtained from the documents distribution counter, Palais des Nations, office C.337, telephone 022-917-2603.

On-line information on the work of the Conference

16. Information related to the work of the Conference, including official documents, statements at formal plenary meetings, is available at the following URL: www.unog.ch/disarmament.

Conference Rooms

17. Meetings of the Conference are normally held in the Council Chamber, which is also available to the Conference for its informal meetings and for meetings of its subsidiary bodies. Up to ten meetings per week, with full services, may be provided to the Conference. It must be noted, however, that due to constraints imposed by the General Assembly, meetings beyond regular hours, meetings on non-working days and extended meetings or sessions will not be serviced.

18. When the Conference is in session, the Conference on Disarmament Secretariat will allocate a room for use by the President of the Conference. Additional conference rooms may also be provided upon request, if available.

19. A delegation or a group of delegations wishing to hold informal meetings or consultations are requested to notify the Secretariat (022-917-2281) well in advance so that appropriate arrangements can be made for a venue and servicing, if available.